

Small Agency HR Services

The Enterprise Services Small Agency HR Team provides expert HR guidance and services for its small agency customers. DES customizes work to fit the unique needs, missions and cultures of each of the agencies served.

A full line of HR services

- **Recruitment** – End-to-end recruitment services.
- **Classification** – Position allocations, position descriptions, desk audits and more.
- **Employee Relations** – Advice and solutions for non-represented employees, and/or consultation with the state Labor Relations Office for represented employees.
- **Performance Management** – Performance development planning and corrective actions.
- **Policy Development** – Policies that meet federal and state requirements.
- **Administration** – Forms, required employee communication, organizational charts, leave and more.
- **Workforce Management Support** – Assist with just-in-time HR projects that address changes in the workplace.
- **Workforce Data Analysis** – HR database, reports and analyses.



Program helps small agencies focus on core missions

A proven way to increase an organization's efficiency is to leverage full-time employees (FTEs) against the central mission, and contract with a professional service provider for support services. Small Agency Services benefits small agencies by offering:

- Consultants who are experts in the HR profession.
- Quick and accurate service.
- HR decisions and actions meet legal standards and requirements.
- Assurance that your agency's HR needs are always a top priority.

Contacts and web resources

- Learn more at <http://www.hr.wa.gov/more/SmallAgencyAssistance/>
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